

## Congregate Care Referral

The Congregate Care Referral page allows child welfare professionals to submit referrals for placement in group care settings in eWiSACWIS and is sent to group care providers via the SYNC website (Supporting Youth and Children).

**Note:** To create a Congregate Care Referral, an assignment to the case is needed. Additional security is needed to create this piece of work.

1. From your desktop, select the cases tab. Click the Create case work hyperlink or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.

The screenshot displays the eWiSACWIS web application interface. At the top, there is a navigation bar with tabs for Home, Cases (14), Providers (14), Workers (15), Approvals (17), Access Reports (0), JCPC Referrals (0), YJ Referrals (0), and Home Inquiries (0). The 'Cases' tab is selected. Below the navigation bar, the 'Cases' section shows a list of cases. The first case is 'Badger, Bucky, Sr. (8316816)'. To the right of the case list, there is a 'Create case work' button. Below the case list, there is a table with case details. The 'Actions' dropdown menu is open, showing options like 'Case Note Criteria Search', 'Create Assignment', 'Create Case Face Sheet', 'Create Case Note', 'Create Case Work' (highlighted), 'Create Meeting', 'Imaging Search', 'Print Case Record', and 'View Tasks'.

**eWiSACWIS - Internet Explorer**

**eWiSACWIS** Actions Financial State Security Help Refresh Search Caitlin Cake

Home **Cases (14)** Providers (14) Workers (15) Approvals (17) Access Reports (0) JCPC Referrals (0) YJ Referrals (0) Home Inquiries (0)

**Cases**

**View by:**  
☒ Case  
☐ Participant

**Filter by:**  
☐ Date restricted  
☐ Not approved/cancelled

**Cases: 14**  
☒ Multiselect

[Create case work](#)

**Badger, Bucky, Sr. (8316816)**

**Case details:**  
Youth Justice  
Jefferson - Jefferson  
Open OHP exists for associated participant(s)

**Case address:**  
123 E Main Street  
Madison, WI 53704  
(123) 123-1234

**Primary worker:**  
Cake, Caitlin  
(111) 123-4444  
[DCFewuat53@wisconsin.gov](mailto:DCFewuat53@wisconsin.gov)

**Actions:**  
Please select an action  
Case Note Criteria Search  
Create Assignment  
Create Case Face Sheet  
Create Case Note  
**Create Case Work**  
Create Meeting  
Imaging Search  
Print Case Record  
View Tasks

[View case information](#)

2. On the Create Case Work page, select Congregate Care Referral from the Placement/Services drop-down. Select the appropriate participant and click the Create button.

The screenshot shows the 'eWiSACWIS' interface. On the left, under 'Create Case Items', the 'Placement/Services' dropdown menu is open, displaying a list of options. The option 'Congregate Care Referral' is highlighted with a red rectangular box. To the right, there are two lists: 'Cases' and 'Case Participants'. The 'Cases' list contains names and IDs such as 'Aardvark, Amy B. (9223581)' and 'Abby, Alice N. (9222369)'. The 'Case Participants' list contains names and roles such as 'Aardvark, Abigail A. Biological Child (9226560)' and 'Aardvark, Amy B. Reference Person (9226559)'. At the bottom right, there are 'Create' and 'Close' buttons.

3. The Child/Youth Information tab is made up of several sections.

**Referral:** This box displays the target placement date (user entered field), reason for referral (user entered field), and radio buttons to indicate if the case is a media/restricted case and/or if the placement is undisclosed. Select the appropriate radio button if applicable.

**Child Information:** This box displays the demographic information of the child that the referral is created for. This information includes the chosen name, pronouns, race(s), birth date, primary language, secondary language, expecting youth, parenting youth, tribal affiliation, spiritual or religious affiliation, and preferred place of worship. This information prefills from the basic tab of the child's person management page. Click the Modify hyperlink to launch the Basic tab of the child's person management page in edit mode.

Basic			
Child/Youth:	<a href="#">Abby, Alexandria A. (9225927)</a>	County:	Barron
Gender:	Female	Child Welfare Professional:	Caitlin C. Cake
Age at Referral:	10	Phone / Email:	(608) 442-1111 <a href="#">ewuat_6130321_@wi.gov</a>
Referral Number:	1234567	Supervisor:	Etta Eclair
Phone / Email:	(608) 442-1111 <a href="#">ewuat_6130321_@wi.gov</a>		

Child/Youth Information	Documentation	Potential Matches
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Referral	
Target Placement Date:	<input type="text" value="00/00/0000"/>
<input type="checkbox"/> Media / Restricted Case <input type="checkbox"/> Undisclosed Placement	
Reason for referral:	
<input type="text"/>	

Child Information			
Chosen Name:	Alex	Pronouns:	she / her
Birth Date:	08/05/2002	Primary Language:	English
Expecting Youth:	No	Secondary Language:	Spanish
Parenting Youth:	No	Spiritual or Religious Affiliation:	Baptist
Race(s):	American Indian/Alaska Native, Black/African American, White		
Ethnicity:	Native American		
Tribal Affiliation:	Ho-Chunk - Eligible for membership, not a member		
Preferred Place of Worship:	First Baptist of Rhinelander		

Options:

**Placement History:** This box displays the child's placement history. There is a user selectable radio button to display the placement history for the current removal episode. There is another user selectable radio button to display the placement history for all removal episodes. Selecting this radio button will show the full placement history of the child. Default for both radio buttons is not selected. When selected, the begin date, end date, placement type, name of the out-of-home care provider, and the ending reason will display in a table format.

Select the radio button to indicate if the child has a history of going missing from care. When selected, a required narrative will display. Use the narrative box to describe the child's history of missing from care.

**Medical & Mental Health Information:** This box displays the child's medical and mental health information. This information includes the name, address, and phone numbers of the primary physician/clinic, the primary dentist/dental clinic, and the primary mental health provider. This box also includes a table displaying the insurance company/HMO information (phone number, policy number, group number, and subscriber), medication information (begin and end date, dosage/frequency, reason prescribed or discontinued, and notes/comments), allergy information, immunizations, and the health, behavioral, or mental health needs. This information prefills from the Medical/Mental Health tab of the child's person management page. The health, behavioral, or mental health needs information prefills from the Supplemental Mental Health tab of the child's person management page. Click the Modify hyperlink at the top of this box to launch the Medical/Mental Health tab of the child's person management page in edit mode.

**Note:** The medication will not display if the end date of the medication is a date that is more than 180 days (6 months) earlier than the system date.

eWiSACWIS

PrintHelp

Basic

Child/Youth:Abby, Alexandria A. (9225927)

County:Barron

Referral Number:1234567

Gender:Female

Child Welfare Professional:Caillin C. Cake

Supervisor:Etta Eclair

Age:10

Phone / Email:(608) 442-1111 ewuat\_6130321\_@wi.gov

Phone / Email:(608) 442-1111 ewuat\_6130321\_@wi.gov

Child/Youth Information

Documentation

Potential Matches

Placement History

☒ Display placement history for current episode

☐ Display placement history for all episodes

Begin Date	End Date	Placement Type	Out-of-Home Care Provider	End Reason
06/02/2022	Present	Group Home - QRTP	Madison Group Home, 7630 W Center St, Milwaukee, WI 53222	
05/12/2012	01/09/2013	Foster Home LOC3	McGwire, Sally C/O: Kroll's East, 1658 Main, Green Bay, WI 54302	Reunification w/ Parent(s)/Primary Crtrk

☒ Child has a history of going missing from care.

Medical & Mental Health Information

Primary Physician / Clinic:Doctor, Charles (608) 555-1122 123 Main Street, Apt 3, Wabeno, WI 54566

MA Number:214256547

Modify

Primary Dentist / Dental Clinic:Epic Dentistry Services (715) 456-0000 1 West Wilson Street, B158, Madison, WI 53702

Primary Mental Health Provider:Doctor, Charles (608) 555-1122 123 Main Street, Apt 3, Wabeno, WI 54566

Insurance Company/HMO	Phone	Policy Number	Group Number	Subscriber
ABC Insurer of USA	800-555-5858	ABC541258789	8457862-22	

Options:Go

SaveClose

## Basic

Child/Youth: [Abby, Alexandria A. \(9225927\)](#) County: Barron Referral Number: 1234567  
Gender: Female Child Welfare Professional: Caitlin C. Cake Supervisor: Etta Eclair  
Age: 10 Phone / Email: (608) 442-1111 [ewuat\\_6130321\\_@wi.gov](#) Phone / Email: (608) 442-1111 [ewuat\\_6130321\\_@wi.gov](#)

## Child/Youth Information

## Documentation

## Potential Matches

Medication	Begin Date	End Date	Dosage / Frequency	Reason Prescribed or Discontinued	Notes / Comments
Paxiquin	06/02/2022	10/02/2022	30mg / twice daily	For high anxiety	This also prefills from field of same name on the medication.
Selvelin	06/02/2022		as needed when flare-ups occur		

Allergy	Specify details, including reactions
Animal - Dog	Breaks out in hives when near a tan or black barking dog.
Tree nuts	Cannot touch anything with peanuts

Is there an emergency protocol for exposure? Specify for each allergy.

This narrative pre-fills entirely from Medical/Mental Health tab on Person Management.

Health, Behavioral, or Mental Health Needs: Anxiety, Developmental Delay, Intellectual Disability, Learning Disability

☐ Child has bed wetting or incontinence considerations.

Child has chronic physical, mental, or emotional needs as described below.

Options:  Go

Save Close

## Basic

Child/Youth: [Abby, Alexandria A. \(9225927\)](#) County: Barron Referral Number: 1234567  
Gender: Female Child Welfare Professional: Caitlin C. Cake Supervisor: Etta Eclair  
Age: 10 Phone / Email: (608) 442-1111 [ewuat\\_6130321\\_@wi.gov](#) Phone / Email: (608) 442-1111 [ewuat\\_6130321\\_@wi.gov](#)

## Child/Youth Information

## Documentation

## Potential Matches

Child has chronic physical, mental, or emotional needs as described below.

This label and the narrative pre-fills entirely from Medical/Mental Health tab on Person Management. It is located just beneath the Health Insurance expando.

Child has had a hospitalization, surgery, emergency medical need, or significant illness in the last six months.

This label and the narrative pre-fills entirely from Medical/Mental Health tab on Person Management. It is located just beneath the Health Insurance expando.

Immunizations up to date:

No

Is this person a danger to themselves or others? ☒ Yes ☐ No ☐ Undetermined

Suicidal risk? ☐ Yes ☐ No ☒ Undetermined

Other risk of self-harm? ☒ Yes ☐ No ☐ Undetermined

History of gang affiliation? ☐ Yes ☐ No ☒ Undetermined

Describe any known triggers and coping strategies.

Alcohol or drug use; use or abuse of household items or chemicals for other than intended purposes? ☐ Yes ☐ No ☒ Undetermined

History of human trafficking? ☐ Yes ☐ No ☒ Undetermined

History of sexual abuse? ☐ Yes ☐ No ☒ Undetermined

History of physical abuse? ☒ Yes ☐ No ☐ Undetermined

[Modify](#)

Options:  Go

Save Close

**Parent/Caregiver Information:** This box displays the parents/caregivers' names, chosen names, pronouns, parent type (mother/father, TPR, adoptive), birth date, language, address, phone number, and email address. This information prefills from the respective parent's person management page. Click the parents name hyperlink to launch the respective parent's person management in edit mode. Use the narrative text box to document any pertinent information regarding any the parents/caregivers.

eWiSACWIS
Print
Help

Basic

Child/Youth:
Abby, Alexandria A. (9225927)
Gender:
Female
Age:
10

County:
Barron
Child Welfare Professional:
Caillin C. Cake
Phone / Email:
(608) 442-1111 ewuat\_6130321\_@wi.gov

Referral Number:
1234567
Supervisor:
Etta Eclair
Phone / Email:
(608) 442-1111 ewuat\_6130321\_@wi.gov

Child/Youth Information

Documentation

Potential Matches

Parent/Caregiver Information

Name - Parent 1:
Abby, Alice N.
Type:
Adoptive
Address:
456 Maplewood Dr., Baraboo, WI 50707

Chosen Name:
Birth Date:
05/26/1985
Phone:
(321) 654-9878 Ext. 1111

Pronouns:
she / her
Language:
English
Email:
alice@ gmail.com

Name - Parent 2:
TPR

Document any additional pertinent information about parents.

Sibling Information

Name	Chosen Name	Pronouns	DOB	Age	Gender	Relationship	Modify
Options: Go Save Close							

**Sibling Information:** This box displays the sibling(s) name(s), chosen name, pronouns, birth date, age, gender, and relationship to the child the referral is being created for. This information prefills from the Additional tab of the child's person management page. Click Modify to launch the Additional tab of the child's person management page in edit mode. Use the narrative text box to document any pertinent information regarding any siblings.

## Basic

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Gender:	Female	Child Welfare Professional:	Caitlin C. Cake	Supervisor:	Etta Eclair
Age:	10	Phone / Email:	(608) 442-1111 · <a href="mailto:ewuat_6130321_@wi.gov">ewuat_6130321_@wi.gov</a>	Phone / Email:	(608) 442-1111 · <a href="mailto:ewuat_6130321_@wi.gov">ewuat_6130321_@wi.gov</a>

## Child/Youth Information

## Documentation

## Potential Matches

## Sibling Information

[Modify](#)

Name	Chosen Name	Pronouns	DOB	Age	Gender	Relationship
<a href="#">Azul, Finn</a>	Finn	he / him	05/05/2007	15	Male	Biological - Paternal Half Sibling
<a href="#">Doe, Jane</a>	Janey <input type="checkbox"/>		03/30/1962	Deceased <input type="checkbox"/>	Female	Biological - Full Sibling
Brian Jones		he / him	05/05/2007	15	Male	Biological - Full Sibling

Document any pertinent information for siblings.

## School Information

[Modify](#)Options:    100% 

**School Information:** This box displays the current school, current grade, start date, individualized education plan (IEP) information current academic performance, before or after school activities, and transportation needs. This information prefills from the Education tab of the child's person management page. The first fields in this box are static text while the latter fields are user selectable checkboxes and user editable narrative fields.

## Basic

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Gender:	Female	Child Welfare Professional:	Caitlin C. Cake	Supervisor:	Etta Eclair
Age:	10	Phone / Email:	(608) 442-1111 · <a href="mailto:ewuat_6130321_@wi.gov">ewuat_6130321_@wi.gov</a>	Phone / Email:	(608) 442-1111 · <a href="mailto:ewuat_6130321_@wi.gov">ewuat_6130321_@wi.gov</a>

## Child/Youth Information

## Documentation

## Potential Matches

## School Information

Current School: James Madison High School, 1101 Higher Learning Dr., Oakville, WI 97454

Current Grade: 11

Start Date: 09/02/2022

[Modify](#)

Child has an Individualized Education Plan: Yes

Current academic performance including grade level, special achievements, and current educational difficulty(s).

This narrative field prefills from the narrative with the same question on the Education tab of Person Management.

Document any before or after school daycare or extracurricular activities.

Document any transportation needs or concerns.

Options:  [Go](#)[Save](#) [Close](#) 100% 

4. The Documentation tab allows YJ/CPS Professionals to designate documents and images for sharing with a provider during the referral process. This tab also keeps a history of shared documents. The documents are displayed in a table with columns labeled Type, Date, and the Date Shared. Additionally, based on the type of the document for the row, the system displays either Imaging Search or the Document Search hyperlink. Click insert to upload the child/youth's documents. These documents will be shared with the provider along with the referral



## Referral

Child/Youth:	<a href="#">Abby, Alexandria A. (9225927)</a>	County:	Barron	Referral Number:	1234567
Gender:	Female	Child Welfare Professional:	Caitlin C. Cake	Supervisor:	Etta Eclair
Age:	10	Phone / Email:	(608) 442-1111 · <a href="mailto:ewuat_6130321_@wi.gov">ewuat_6130321_@wi.gov</a>	Phone / Email:	(608) 442-1111 · <a href="mailto:ewuat_6130321_@wi.gov">ewuat_6130321_@wi.gov</a>

## Child/Youth Information

## Documentation

## Potential Matches

## Documentation

Type	Date	Date Shared		
CANS 5-21	<a href="#">03/19/2022</a>		<a href="#">Document Search</a>	<a href="#">Delete</a>
Crisis Plan	<a href="#">03/20/2022</a>	10/17/2022		
Family Interaction Plan	<a href="#">09/02/2022</a>		<a href="#">Imaging Search</a>	<a href="#">Delete</a>
Independent Living and Transition Plan			<a href="#">Document Search</a>	<a href="#">Delete</a>
Independent Living and Transition to Discharge (ILTD) Plan			<a href="#">Document Search</a>	<a href="#">Delete</a>
<div>▼</div>				<a href="#">Delete</a>

Insert

Options: 

▼

Go

Save

Close

 100% ▼

5. The Document Search (and Retrieval) page enables YJ/CPS Professionals to search for and select specific PDF files of eWiSACWIS documents for sharing with group care providers through SYNC. The start date and end date fields are required. The start date defaults to a date six months earlier than today's date. This cannot be a future date. The end date defaults to today's date and cannot be a future date or before the start date. Use the radio buttons next to each result to upload the selected document into the referral.

eWiSACWIS

Print Help

Search Criteria

Case Name(s):

☒ Abby, Alice N. (9222756)
☐ Abby, Nathan M. (92223456)
☐ Abby, Alexandria (9222977)

Start Date: 01/01/1970 End Date: 10/18/2022

Document Name:

CANS 5-21

Education Passport

Independent Living and Transition Plan

Independent Living Transition to Discharge (ILTD) Plan

Info for OHC providers Part A

Info for OHC providers Part B

Search

Results

	Document Name	Date	Participant	Last Updated By
<input type="radio"/>	Info for OHC providers Part A	08/19/2022	Abby, Alexandria A.	Minkey, McKenna
<input type="radio"/>	Info for OHC providers Part A	03/20/2022	Abby, Alexandria A.	Williams, Diana

Record 1 to 2 of 2

Continue Close

- The Potential Matches tab allows the user to retrieve providers with whom the referral will be shared. This tab also contains the functionality to share and withdraw the referral from the providers that have been selected. An important **note** is that to refer youth to group care facilities, a release of information is required. County users must attest to the release of information being obtained, prior to sending a referral.

At the time of determining which group care facility or facilities to refer youth, the county user can choose various providers that are already known to them or add new providers that are not already displayed on the screen. While county users can select multiple group care facilities for whom to send the referral, they should still exercise discretion in choosing which providers can best meet the child’s level of need. Once a referral is submitted, this screen will also display the results of the review by the group care facility.

Group care facilities will be able to add notes, via SYNC, to inform the county user of their provider response. Hover over the ‘More’ flare to display the provider response. Child welfare professionals can withdraw a referral after it’s shared with the provider. This removes access to the referral for that provider. After a referral is withdrawn, a resubmit referral link will display to enable the share referral checkbox and allow the child welfare professional to resubmit the referral to that provider.

The primary contact for the referral displays at the bottom of the Potential Matches tab.

## Referral

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 Age: 10 Phone / Email: (608) 442-1111 [ewuat\\_6130321\\_@wi.gov](#) Phone / Email: (608) 442-1111 [ewuat\\_6130321\\_@wi.gov](#)

## Child/Youth Information

## Documentation

## Potential Matches

## Potential Matches

☒ Release of information has been confirmed by: Caitlin C. Cake on 01/29/2023

Child's Assessed Level of Need (LON): 3

Congregate Care Provider	Share Referral	Date Shared	Provider Response	
Valley Youth & Family Programs (22519)	<input checked="" type="checkbox"/>	01/30/2023	Waitlisted - Potential admit date: 03/01/2023 <a href="#">More</a>	<a href="#">Withdraw Referral</a>
Northern Passage Riverside (5205733)	<input checked="" type="checkbox"/>	02/24/2023	Declined - not a fit with current residents <a href="#">More</a>	<a href="#">Withdraw Referral</a>
Big Room in Appleton (5254546)	<input checked="" type="checkbox"/>	02/24/2023	Referral withdrawn: 02/27/2023	<a href="#">Resubmit Referral</a>
Children's Home of Green Bay (5412456)	<input checked="" type="checkbox"/>	02/24/2023	Accepted - Potential Admit Date: 02/25/2023 <a href="#">More</a>	<a href="#">Withdraw Referral</a>
Great Dane Group Home (648831)	<input type="checkbox"/>			<a href="#">Remove Provider</a>

Add

Primary contact for this referral: Dan D. Daisey (608) 555-1234 [ewuat\\_6130321\\_@wi.gov](#) [Search](#) [Remove](#)

Options:  [Go](#)

[Save](#) [Close](#)

100%

## Potential Matches tab, showing the hover box when the user hovers over the 'More' flare.

## Referral

Child/Youth: [Abby, Alexandria A. \(9225927\)](#) County: Barron Referral Number: 1234567  
 Gender: Female Child Welfare Professional: Caitlin C. Cake Supervisor: Etta Eclair  
 Age: 10 Phone / Email: (608) 442-1111 [ewuat\\_6130321\\_@wi.gov](#) Phone / Email: (608) 442-1111 [ewuat\\_6130321\\_@wi.gov](#)

## Child/Youth Information

## Documentation

## Potential Matches

## Potential Matches

☒ Release of information has been confirmed by: Caitlin C. Cake on 01/29/2023

Child's Assessed Level of Need (LON): 3

Congregate Care Provider	Share Referral	Date Shared	Provider Response	
Valley Youth & Family Programs (22519)	<input checked="" type="checkbox"/>	01/30/2023	Waitlisted - Potential admit date: 03/01/2023 <a href="#">More</a>	<a href="#">Withdraw Referral</a>
Northern Passage Riverside (5205733)	<input checked="" type="checkbox"/>	02/24/2023	Declined - not a fit with current residents <a href="#">More</a>	<a href="#">Withdraw Referral</a>
Big Room in Appleton (5254546)	<input checked="" type="checkbox"/>	02/24/2023	Referral withdrawn: 02/27/2023	<a href="#">Resubmit Referral</a>
Children's Home of Green Bay (5412456)	<input checked="" type="checkbox"/>	02/24/2023	Accepted - Potential Admit Date: 02/25/2023 <a href="#">More</a>	<a href="#">Withdraw Referral</a>
Great Dane Group Home (648831)	<input type="checkbox"/>			<a href="#">Remove Provider</a>

At this time we do not have capacity but expect to have an opening on the 25th. We feel that Alex would be a good fit here and hope that this date might not be too late.

Add

Primary contact for this referral: Dan D. Daisey (608) 555-1234 [ewuat\\_6130321\\_@wi.gov](#) [Search](#) [Remove](#)

Options:  [Go](#)

[Save](#) [Close](#)

100%

7. Finalize and freeze the referral by indicating the provider with whom the child has been placed and the date that the placement began.

**Finalize Referral**

**Referral Finalization**

Alexandria Abby has been placed with the following provider:

<input type="radio"/>	Valley Youth & Family Programs (22519)
<input type="radio"/>	Northern Passage Riverside (5205733)
<input type="radio"/>	Big Room in Appleton (5254546)
<input type="radio"/>	Children's Home of Green Bay (5412456)
<input type="radio"/>	Other: XYZ Home for Boys (5745869) <a href="#">Search</a> <a href="#">Remove</a>

Placement begin date:

8. Withdraw the referral to withdraw and remove access to the referral for all the providers that it has been shared with. This should occur when the placement is no longer needed. Select the reason why the referral for the child is being withdrawn. Upon successful save of the page the Provider Response on the corresponding Congregate Care Referral page will be set to 'Referral withdrawn: [DATE]' for all providers shown.

**Withdraw Referral**

**Withdraw Referral**

Reason why the referral for Alexandria Abby is being withdrawn:

Other reason referral is being withdrawn:

9. After a referral is submitted via SYNC and the child is placed with a group care provider the child welfare professional can share documents with the group care provider from the Out-of-Home Placement page. Click the Options drop-down and select Share Documents with SYNC. Click Go to launch the Document Sharing page.

**eWiSACWIS** Print Help

**Child**

Child: Sample, Sally (9231421) Case Name: Aardvark, Amy B. (9223581) Request Number:

**Service** **Provider** **ICWA**

**Placement Information**

County: Milwaukee Service Category: GH - Bellas

Removed From Home: 01/01/2020 Service Type: Bella's (GH)

Placement Begin: 07/01/2021 Placement Setting: Group Home

Child's Level of Need:

Provider's Level of Care: Group Home

Placement End: 07/01/2021 Child Specific Costs: N/A

VPA/VTLA Effective: 00/00/0000 Historic Basic Rate: \$100.00 per day

[Removal Address and Reasons](#)

☐ This is a Like-Kin Placement

☐ This is an Adoptive Placement

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Options: Go

- Actions
- Approval
- Placement Ending
- (Re)generate Payment
- Share Documents with SYNC

Save Close

100%

From the Document Sharing page, the child welfare professional can search for and select documentation for sharing with group care providers through SYNC. Select the document type using the dropdowns. Click Document Search to launch the Document Search page. Click Share Document hyperlink to share the document with the group care provider.

## Documentation

Type	Date	Date Shared			
CANS 5 to 21 ▼	<a href="#">08/06/2022</a>		<a href="#">Document Search</a>	<a href="#">Share Document</a>	<a href="#">Delete</a>
Info for OHC providers Part A ▼			<a href="#">Document Search</a>		<a href="#">Delete</a>
Permanency Plan ▼	<a href="#">10/26/2022</a>	12/20/2022			
Original Disposition Report to Court ▼	<a href="#">05/07/2022</a>		<a href="#">Imaging Search</a>	<a href="#">Share Document</a>	<a href="#">Delete</a>
▼					<a href="#">Delete</a>

Insert

Save

Close

 100% ▼

The Congregate Care Referral is housed under the Placements drop down on both the Case and Provider tabs. The referrals are child-specific and display under each case the child has been a participant of. The Congregate Rare Referral work appears under Placements on both Cases and Providers tab. The Congregate Care Referrals can be either Active or Historic.

All active referrals are displayed under Active Placement Referrals section. An active referral is a referral that has not been either Finalized or Withdrawn. All historic referrals are displayed under the Historic Placement Referrals. Historic referrals have statuses of Withdrawn and Finalized. Both Active and Historic referrals are displayed sorted by date created (descending), Child name (ascending).

When a Congregate Care Referral is displayed under the Case, the referral displays a plus toggle for each Congregate Care Referral.

## Congregate Care Referral - Providers Tab View

eWiSACWIS

Actions

Financial

State

Security

Help

Refresh

Search

Caitlin C. Cake (Milwaukee County) | Log Out

Home

Cases (551)

Providers (228)

Workers (76)

Approvals (1442)

Access Reports (143)

JCPC Referrals (12)

YJ Referrals (14)

Home Inquiries (34)

Quick Links

Agreements and Notices

Assignments

Basic

Licenses

Narratives

Parent Agency

Provider Services

Madison RCC (9221219)

Provider details:

Residential Care Center

License status: Pending Continuation - Regular

Provider address:

200 Davison Ave

Madison, WI 53701 (Dane County)

Primary worker/licensor:

Cake, Caitlin C.

(123) 456-7890

ccake@wisconsin.gov

Actions:

Please select an action

View provider information

Assignments

Basic

Characteristics

Checks

Licenses

Parent Agency

Payment Requests

Placements

Provider

Provider Services

Services

Placements

Open Placements

Madison RCC - 30 Day Clinical Assessment (RCC)

12/10/2020

Watson, Emily

Approved

Milwaukee

Madison RCC - RCC - CHPS

01/10/2007

Spooning, Sister

Approved

Milwaukee

Madison RCC - RCC - CHPS

08/02/2006

Fruit, Felipe U.

Approved

Milwaukee

Madison RCC - RCC - CHPS

10/10/2005

Addington, Roger

Approved

Milwaukee

Closed Placements

Madison RCC - RCC - CHPS

09/15/2005 - 10/10/2005

Addington, Amanda

Pending Closure - Agency Requested Change

Milwaukee

Madison RCC - 30 Day Clinical Assessment (RCC)

01/01/2020 - 01/01/2020

Azul, Rita

Closed - Made in Error

Milwaukee

Madison RCC - 30 Day Clinical Assessment (RCC)

10/16/2018 - 06/14/2021

Flintstone, Zakey

Closed - Agency Requested Change

Milwaukee

Active Placement Referrals

Congregate Care Referral

06/30/2022

Apple, Honeycrisp

Pending

Milwaukee

Historic Placement Referrals

Congregate Care Referral


10/08/2021

Apple, Honeycrisp

Declined

Milwaukee

## Congregate Care Referral - Cases Tab View


Placements

+
[Images \(4\)](#)

Open Placements

[Rollins, Rosie - Foster Home \(Level 2+\)](#)
03/04/2020
Apple, Green
Approved
Dodge

Closed Placements

[Sweet, Kimmy - Foster Home \(Level 2+\)](#)
03/02/2020 - 03/03/2020
Apple, Green
Closed - Provider Requested Change
Dodge

Active Placement Referrals

-
[Congregate Care Referral](#)
06/30/2022
Apple, Honeycrisp
Decision(s) Made
Milwaukee

Tree Swing Youth & Family (22519)
07/10/2022
Pending
Accepted

Historic Placement Referrals

+
[Congregate Care Referral](#)
10/08/2021
Apple, Honeycrisp
Finalized
Milwaukee

+
[Congregate Care Referral](#)
01/11/2021
Apple, Jonathan I.
Withdrawn
Milwaukee